



# VACANCY ANNOUNCEMENT

TRI MISSION MANAGEMENT

MARCH 14, 2016

No. 2016-023

**TO:** All Interested Candidates  
**SUBJECT:** Mail Clerk (Chauffeur)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.**

**POSITION:** PC-5509 – Mail Clerk (Chauffeur), FSN-4, FP-AA\*  
This is a non-sensitive position requiring a non-sensitive certification.

**OPENING DATE:** March 18, 2016

**CLOSING DATE:** April 1, 2016

**WORK HOURS:** Full-time: 40 hours/week for Not Ordinarily Residents  
Full-time: 35 hours/week for Ordinarily Residents

**SALARY:** Not Ordinarily Resident: FP-AA (Final salary will be confirmed by Washington based on applicants' qualifications and prior work experience) \*\*\*.  
Ordinarily Resident: € 25.903,00 gross p.a. (starting salary)

\* Actual grade and salary will be based on the qualifications of the applicant

\*\* Overseas Comparability Pay will apply if an FMA appointment

**The U.S. Tri-Mission in France is seeking eligible and qualified applicants for the position of Mail Clerk (Chauffeur).**

## **BASIC FUNCTION OF POSITION:**

The incumbent ensures the safe and expeditious handling of Embassy and affiliated agency mail and pouch material. Picks up and delivers pouches and Diplomatic Post Office mail at Paris airports. She/he provides customer service to mailroom clients who are picking up or dropping official and private material.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office ([ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)).

## **QUALIFICATIONS REQUIRED:**

### **Notes:**

- 1) Applicants are required to submit their cover letter(s) and signed DS-174 form(s) in English and French if a position is advertised with an English and French Language Level of 3/3 or higher (standard resumes are no longer accepted).**
- 2) Applicants are required to submit the proof of the required education level.**
- 3) Applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Items 1-5 are all required.**

### **1. Education:**

At least secondary school education is required.

### **2. Prior Work Experience:**

A minimum of two years' experience in administrative work involving public contact is required.

### **3. Language proficiency (These may be tested):**

English (W-R-S), Level-2 – Limited Knowledge is required.

French (W-R-S), Level-3 – Good Working Knowledge is required.

### **4. Knowledge (This may be tested):**

Must have a good working knowledge of all airport rules and regulations, customs clearing procedures, and locations of various facilities that issue tarmac and warehouse airport passes.

### **5. Skills and abilities (These may be tested):**

Must have a French Driver's license (class "B").

Must be customer-oriented and have good interpersonal skills.

Must have a team work spirit, be flexible and adaptable to perform a wide variety of mail-related duties to back-up absent colleagues.

Must be able to use Excel and Word.

Ability to lift up to 70 lbs.

## **SELECTION PROCESS:**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

## **HIRING PREFERENCE ORDER:**

- (1) USEFM
- (2) FS on LWOP

## **ADDITIONAL SELECTION CRITERIA (see definitions):**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current Ordinarily Resident employees serving a probationary period are not eligible to apply. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service

Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

4. The candidate must be able to obtain and hold a Non Sensitive certification.

### **HOW TO APPLY:**

Interested applicants for this position must submit the following or the application package will not be considered.

1. Applicants who claim EFM or MOH status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. **Applicants are required to submit their cover letter(s) and signed DS-174 form(s) in English and French if a position is advertised with an English and French Language Level of 3/3 or higher (standard resumes are no longer accepted).**
  - DS-174 in English and French are available on our website:  
<http://france.usembassy.gov/employment.html>

### **3. Proof of the required education level.**

4. Any other documentation (e.g., essays, certificates, awards, driver license) that addresses the qualification requirements of the position as listed above.

### **WHERE TO APPLY:**

Human Resources Office      Jerome and Lucie  
Mailing Address:              [ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)  
Please **send** your application **only by email**.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the

employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service

member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or

- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

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